



**MINUTES  
CITY COUNCIL MEETING  
February 5, 2019**

**CALL TO ORDER**

The meeting was called to order at 6:33 pm.

**Present:** Mayor: Charlie Miner; Council: Deirdre Kvale, Michelle Jerde, Jahn Dyvik, and Tom Skjaret

**Staff Present:** City Administrator: Scott Weske; Public Works Director: Sean Diercks; City Attorney: John Thames; Fire Chief: James Van Eyll; and City Clerk: Jeanette Moeller

**Absent:** None

**PLEDGE OF ALLEGIANCE**

**MAYOR'S COMMENTS - LONG LAKE NEWS, MEETING REVIEW AND UPDATES**

Mayor Miner offered the following comments and updates:

In a work session prior to the regular meeting, the City Council heard a presentation from Andy Berg of AEM regarding a proposal to prepare a long term financial plan; and also received an informal concept proposal from Zvago for their Lakeside Village development plan idea for properties located on Symes Street.

The Orono Lions Snowball Open event on Saturday, January 26 had went well, with the Orono Lions Club raising approximately \$20,000 to be used towards funding community programs and charities.

Mayor Miner noted that Public Works staff had done a great job during the extreme cold of the previous week, adding that he had granted permission for City offices to be closed on Wednesday during the cold event to prevent staff from having to commute under the severe weather circumstances.

Holbrook Park rink lights are now operating daily via a timer, with lights available from 5:00 pm to 10:00 pm each day.

Mayor Miner and Council member Kvale had enjoyed great training sessions at the LMC Newly Elected Officials Conference. He had found it interesting to meet other new officials from across the state, noting that he had met a new Council member from a town in northern Minnesota whose goal was for his City to have a website providing City government information.

The Fire Advisory Subcommittee had met last Thursday. Discussions included consideration of establishing a subcommittee of the group to review how the contract funding model is comprised, and to compare the methodologies of other fire departments and districts in allocating funding.

The Planning Commission is meeting on February 12 and will be reviewing a land use application for a proposed expansion to the Safeway Mini-Storage facility. The Council will be hearing the application at their February 19 meeting.

### **APPROVE AGENDA**

*A motion was made by Skjaret, seconded by Jerde, to approve the Agenda as presented. Ayes: all.*

### **CONSENT AGENDA**

The Consent Agenda consisted of:

- A. Approve Minutes of January 22, 2019 City Council Meeting
- B. Approve Vendor Claims and Payroll
- C. Approve Issuance of a 1 to 4 Day Temporary On Sale Liquor License for the Orono Lions Club to Allow the Service of Alcoholic Beverages During the Gear West "Pint Night" Event on Tuesday, February 19, 2019
- D. Adopt Resolution No. 2019-08 Adopting the Assessment for the 1070 W Wayzata Boulevard Utility Extension Project

*A motion was made by Jerde, seconded by Skjaret, to approve the Consent Agenda as presented. Ayes: all.*

From a procedural standpoint, Council member Kvale questioned who determines whether an item appears on the Consent Agenda. Weske responded that the decision is made by staff, with Consent Agenda items typically being considered routine business, or items that are a follow up to decisions already made by Council.

### **OPEN CORRESPONDENCE**

No one appeared to address the City Council during Open Correspondence.

### **BUSINESS ITEMS**

#### **Closed Session to Discuss Personnel Complaint Involving Chris Adams**

The City Council adjourned into closed session for review of the above-referenced personnel complaint.

Upon reconvening, Mayor Miner indicated that the Council had discussed the personnel complaint involving Mr. Adams, disciplinary action will be taken, and the City Attorney will be preparing an acknowledgment accordingly.

#### **Approve Proposal from AEM Financial Solutions, LLC for Completing a Long Term Financial Plan**

Administrator Weske stated that in a work session held prior to the regular meeting, the Council had received a presentation from Andy Berg of AEM Financial Solutions for preparation of a projection and long range financial plan comprised of the projected cash balances of City funds for the periods ending December 31, 2018 through 2023, including the related summaries of significant assumptions and accounting policies.

A projection would be representative of the City's expected cash balances for the projection period assuming management's expected borrowing, capital purchases, expenditure change, and revenue change assumptions. The projection is designed to provide City management staff and City Council a tool for future planning, particularly in regard to planning for future levies, making sure utility rates are appropriate, and planning for road improvement projects. Weske conveyed that he felt a long-term financial plan would be beneficial, and rather than incurring expense to update the plan

annually, the plan could be updated on a more as-needed basis. Weske also confirmed that Abdo, Eick & Meyers has been preparing the City's audit for over 10 years, as well as assisting with some bookkeeping needs. While the expense for the proposed plan was not specifically budgeted for, multiple funding sources are available for the expense to be allocated to.

Council members discussed requesting that AEM provide a detailed breakdown of hours for services provided to prepare the long term financial plan.

*A motion was made by Skjaret, seconded by Jerde, to approve a proposal by AEM Financial Solutions, LLC to complete a Long Term Financial Plan for the City of Long Lake, in an amount not to exceed the proposal price of \$9,500.00, and to include a detailed breakdown of services provided for the plan's preparation. Ayes: all.*

### **Annual Performance Evaluation for Public Works Director and Resolution Approving a Salary Step Increase**

Weske reported that all employees hired by the City of Long Lake are hired as probationary employees and serve a six-month probationary period. Upon completion of this probationary period, employee performance is evaluated by the City Administrator and a recommendation is made to the City Council as to whether or not the employee performance is satisfactory and if any adjustments should be made to their compensation or other benefits.

Mr. Diercks was appointed to the position of Public Works Director effective February 2, 2018. Staff continues to be pleased with Mr. Diercks' performance and would recommend the City Council find he has earned a satisfactory evaluation. Staff also recommends Diercks receive a one-step salary increase from Step 5 to Step 6 effective February 4, 2019.

Mayor Miner complimented Diercks' performance, noting that during his employment he's been faced with the challenges of the CR 112 reconstruction project, project landscaping, corridor appearance, and other significant work items.

Council member Jerde commented that Diercks has done an excellent job thus far, and he is a good fit for the City.

*A motion was made by Jerde, seconded by Skjaret, to adopt Resolution No. 2019-09 approving the changing of Diercks's salary from Step 5 to Step 6 of the 2019 Salary Pay Plan due to having a satisfactory performance review.*

In response to questioning by Council member Dyvik, Weske explained that completion of this evaluation process is established in the City's personnel policy. He and Diercks communicate daily and maintain a good working relationship throughout day to day interactions. It is also clearly understood that Diercks and staff are able to take advantage of training relevant to their certifications or positions should they wish to do so. Updating the personnel handbook and creating performance evaluation forms/documentation continue to be a goal of staff.

*Ayes: all.*

### **Discussion Item: Public Works Facility Capital Equipment Considerations Replacement of Furnace(s) at Public Works Public Works Bucket Truck and Pickup Truck Replacement**

Public Works Director Diercks provided updates and sought direction from City Council relative to the following items:

The furnaces at the Public Works facility were installed in 1988. Four furnaces heat the occupied portions of the building. The functionality of three of the units is questionable, and one is working okay at this time. Diercks reviewed quotes he'd received for replacement of the three questionable units. Replacement for one of the units, which recently failed, has been scheduled already at a cost of \$2,500. Though that furnace has served the building well, almost \$900 had been spent to keep it running over the past two years, and parts for any further repairs are almost impossible to find. He noted that the cost to replace all three furnaces would be approximately \$7,377; however, he is not recommending purchasing all three at once. Diercks also explained that the radiant heat systems in the building were not functioning properly, which had led to a pipe and fire suppression system failing in the cold storage area on the prior Saturday. Fortunately sand was in the area of the pipe failure, and the sand soaked up most of the water. Council and staff continued to discuss the varied heating systems for the Public Works building, with Council ultimately giving direction to Diercks to pursue phasing in furnace replacements by replacing the one unit in 2019, and budgeting for replacement of the two other questionable units in 2020.

Regarding purchase of a bucket truck and replacement of a  $\frac{3}{4}$  ton Public Works pickup truck, as the search for a used bucket truck in good condition had been difficult over the last few months, Diercks and Weske began discussing the planned pickup truck replacement and bucket truck to explore alternatives. Staff is now considering replacing the  $\frac{3}{4}$  ton pickup with a  $\frac{1}{2}$  ton pickup instead, in order to be able to allocate more funds to increase the options for locating a used bucket truck in good condition. Council and staff discussed the variety of duties staff would likely be able to utilize a bucket truck for, as well as the suitability of a lighter duty  $\frac{1}{2}$  ton pickup truck replacing a  $\frac{3}{4}$  ton truck for active Public Works use. Weske advised that staff believes a used  $\frac{1}{2}$  ton truck will represent a cost savings, a good value, and a responsible decision. Diercks indicated he would welcome a formal direction on the purchases, to include a not to exceed amount.

*A motion was made by Skjaret, seconded by Jerde, to authorize staff to purchase a bucket truck and a replacement pickup truck for the Public Works Department, with the cost of the equipment in total not to exceed \$60,000. Ayes: all.*

## **OTHER BUSINESS**

**Replacing Public Works Lighting** – Diercks indicated that he and Weske had been exploring replacing the current ballast lighting fixtures in the warm side of the Public Works shop with LED lighting. Two LED fixtures had recently been purchased at an expense less than it would have been to replace the ballast fixtures. He informed the Council he and Weske will be continuing to work towards replacement of remaining fixtures, and will be reaching out to see if Xcel Energy still has a grant program available that would assist in funding a purchase.

**Brown Road Bridge Lighting** – Diercks advised that two of the high pressure sodium light fixtures on the Brown Road bridge were experiencing problems. Staff already clarified that maintenance and repair of the lights is the City's responsibility rather than the County's, nor is there a maintenance contract with Xcel Energy for the bridge light fixtures. He commented on the high number of fixtures on the bridge in comparison to the number of fixtures on the Willow Drive bridge, and noted that staff will be exploring retrofitting the fixtures for LED bulbs as a future possible capital equipment program item to be budgeted for. Mayor Miner pointed out that similar fixtures are in place at Orchard Road as well, and noted that while no big decisions were being requested now, it would be nice to see the fixtures spreading light down versus outward.

**Holbrook Park Rinks Open** – Council member Jerde thanked Diercks and Public Works for getting the skating rinks at Holbrook Park operational for use.

**Comments on Conceptual Redevelopment Proposal for Symes Street** – Council member Dyvik commented on the proposal presented by Zvago during the Council's work session, noting that while he likes the concept, he felt the project would be a little big for that area. He agreed with comments made during the work session by Council member Skjaret though regarding the appeal of a senior living project. Council member Skjaret added that the demographic for the development would contribute to the economy, be a low-crime population, and may increase local volunteerism. Council member Dyvik noted that as he considers the neighborhood, he would maybe favor the project more strongly if it were not quite so big; however, he is aware at least three planned apartment projects in Orono will be not far away. Weske observed that as impacts on the schools and City park are considered, it should be noted that Orono is approving high-density residential projects in the vicinity regardless. Council and staff discussed public facility improvements that could be realized in the downtown area through a project of this nature; the potential for TIF funding to create opportunity for infrastructure improvements; and the opportunity for Long Lake seniors to remain local to town while single family housing stock is revitalized through new ownership.

**CR 112 Landscaping Preparation** – Council member Dyvik stated that Hoffman & McNamara had staked out the potential locations for trees to be planted along the berm area, and he would encourage taking a look.

**Topics for Discussion at February 19 EDA Meeting** – Mayor Miner shared that he is working with Weske to schedule a speaker to present at the February 19 EDA meeting for an educational session on tax increment financing (TIF) and how it may impact projects. It is also hoped that the City's consultant planner maybe be available to provide information on the PUD zoning classification, and where buildings heights up to 50' may be permitted.

**February 12 Planning Commission Meeting** – Council member Skjaret advised that he is scheduled to be out of town and will not be able to be the Council's liaison to the Planning Commission for their February 12 meeting.

**Development Interest** – Weske reported that City Hall has been very busy with a lot of active interest in properties and projects. While no information is official until any applications have been made, a lot is happening.

**Safe Travels** – City Clerk Moeller wished everyone a safe drive home after the day's snowstorm.

## **ADJOURN**

*Hearing no objection, Mayor Miner adjourned the meeting by general consent at 8:10 pm.*

Respectfully submitted,

Jeanette Moeller  
City Clerk